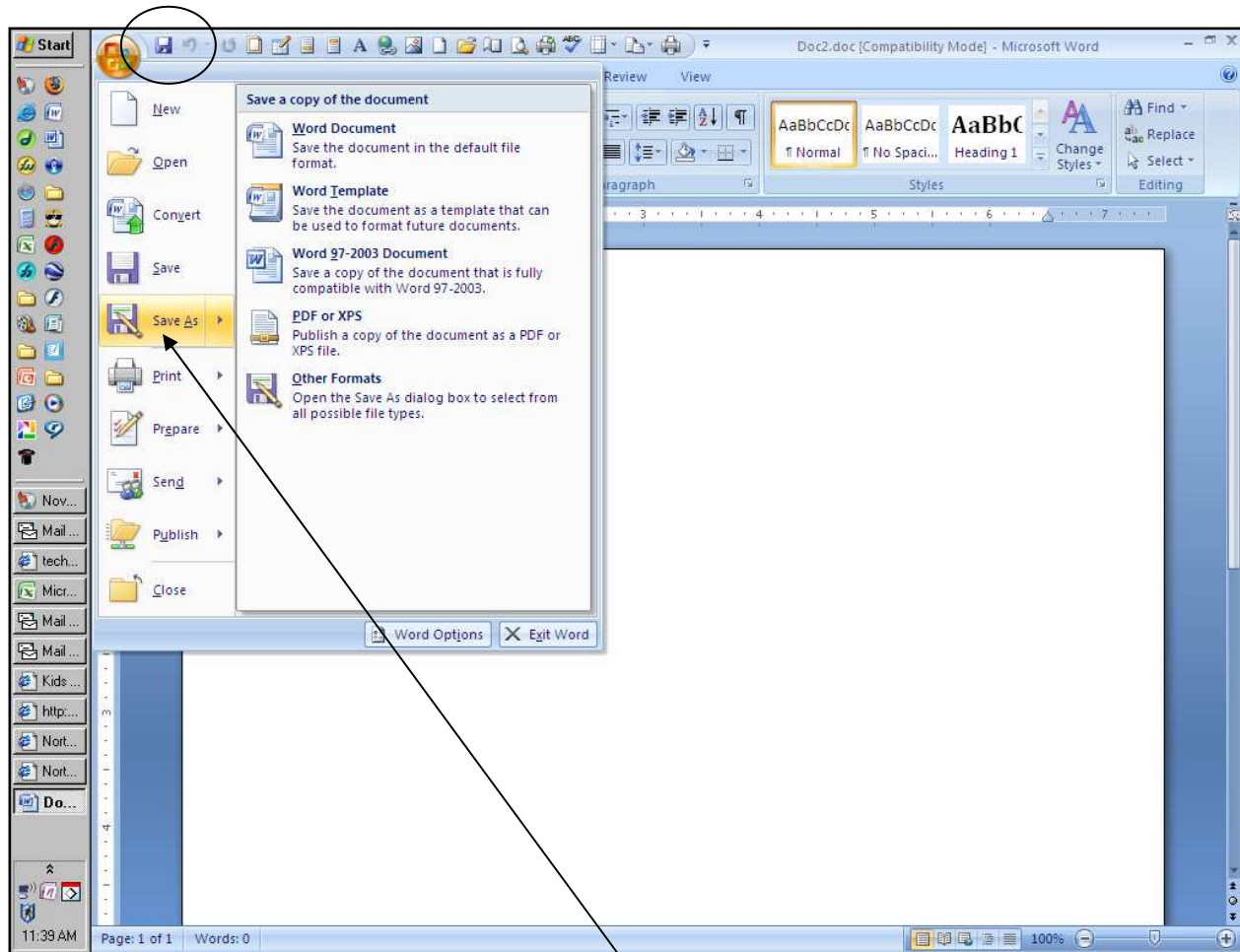


Saving Documents in Word 2007...



To save a document in a compatible version to older versions of Office you may either:

>>> Pull down the menu under the Office Button to **Save As and let go....don't slide across to anything in the right column.** (Sliding up to the Save As...Word Document will save the document in the 2007 version.)

OR

>>> Click the **blue disk icon** in the Quick Access Toolbar at the top of the screen. (see circled icon above)

Another way to identify the version in which a document has been saved is the ending of the name of the document:

.doc = compatible to earlier versions of Microsoft Office

.docx = 2007 version of Microsoft Office